Spinich Delux (24)

Cheese Spinach

Rustin Lorde Southern L. Center Agenda
Agenda
Planning Meeting 05/03/2016

Greetings & Check in

Minutes from last meeting

Moving Forward

Timeline/Calendar

Press release announcing the RLSLC & call or invite for volunteers

Review of Articles of Incorporation process… final date …..

Establishing our brand

Upcoming events to prepare for ????

Call for sponsorship is needed.

Potential funding opportunities

Recruitment of new members - for next meeting end of May or 1st of June

Review of budget 2017

By laws - Committee –

Next mtg.:

# P.O. Box Service Fee Notice

## CIVIC CENTER

**570 PIEDMONT AVE NE, ATLANTA, GA 30308**

**(404) 685-9335**

WEBBATS BAT710B1

CRAIG WASHINGTON. /Rustin-Lorde
PO BOX 55306
ATLANTA, GA 30308

**Date of Notice: 04/20/2015**
**Box # 55306**
**6 Months: $46.00**
**12 Months: $92.00**
**Due Date: 04/30/2015**

Dear CRAIG WASHINGTON.:

This is a friendly reminder that your Post Office Box or Caller Service renewal fee is due. If you have already paid this fee, please disregard this notice and thank you for your continued business with the United States Postal Service. If you have not yet submitted your payment, please do so now.

**New!...** At your location, at least one of the following enhanced services is available: Real Mail Notification (receive email or text when new mail is in your box), Street Addressing (allows private carrier package delivery) and Signature on File (easy pickup for some signature items). There is no extra charge for these enhancements. Visit your Post Office to sign up for these services today! These services do not apply to Caller Service and Group E Box customers.

For your convenience, you can sign up at www.usps.com/poboxes and renew or manage your PO Box online. You can use your credit card to make a one-time payment or sign up for automatic payments so you never miss a due date. You can also renew your PO Box at any one of our Self-Service Kiosks located at select Post Offices nationwide. Go to http://www.usps.com/locator/welcome.htm and look for Self-Service Kiosks to find a location near you.

As always, payments can be made at the Post Office or mailed to the attention of the Postmaster at the address indicated above. Please make checks or money orders payable to the US Postal Service and include your PO Box number and ZIP Code. If paying by mail, a receipt will be delivered to your PO Box.

**Note:** Caller Service can only be paid **in person** or **by mail.** Please be sure to include this notice with your remittance. Caller Service receipts will be provided at the caller service pickup window.

If your payment is not received by the due date, access to your PO Box will be blocked and caller services will be limited. If we have not received your payment by the 10th day after the due date, your PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, you will be charged a handling fee to reopen your box. To avoid this inconvenience, we encourage you to renew on time.

As a reminder, your account information must be current. If your physical address or other pertinent information has changed since you applied for your PO Box, please ask a Retail Associate at your Post Office to update the filed copy of your PS Form 1093, *Application for Post Office Box Service.*

To update your information for Caller Service, you can ask a Retail Associate to update the PS 1093-C, *Application for Caller Service.*

You are a valued customer and we appreciate your business. Thank you,

POSTMASTER, ATLANTA

Here's what I got from the Secretary of State website: sos.ga.gov

- Name of the corporation Rustin Lorde Southern Liberation Center(*Must create a name and then reserve on-line through Secretary of State website. Reserving also includes searching to make sure the name isn't taken.* $25)
- Name and address of the person filing for the corporation Roshelle Darlene Hudson & Craig Washington. Address: 2136 Somerset Place, Atl. Ga.30316
- A valid email address ---- Rusting LordeSLC@Gmail .com
- Mailing address of the principal office .. P.O. Box 55306, Atlanta, GA 30308
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company) 2136 Somerset Place, ATL, GA 30316
- Name and address of *each* incorporator (Based on articles of incorporation template, 3 officers are needed.)
- Roshelle Darlene Hudson, 2136 Somerset Place, ATL, Ga. 30316
- Craig Washington1850 Dodson Dr. ATL 30311
- Number of authorized shares (Not needed for non-profit.)
- *Create and file Articles of Incorporation to include description of the organization's mission and names of officers Imani Can you help me with this (Can be done on-line via Secretary of State website*. Fee $100. Template for articles included in attached filing procedures document. *Articles must be signed by one of the officers* or an attorney.)
- Sample articles of incorporation
-
-
- By law, only four items are required
- in the articles of incorporation:
- name, address of the registered
- office and name of its registered
- agent, the address of each incorporator,
- and a statement that the corporation
-

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- Inclusion of other information, as
- sampled here, can assist in obtaining
- tax-exempt status, help define the
- purpose of the organization, defer
- liabilities, and outline operational
- provisions such as voting and membership.
-
- .. Other information provided in
- this sample may or may not fit the
- needs of a specific organization and
- should be used only as an example.
-
- Organizations must include a street
- address, not a PO Box, as its registered
- address.
-
- Language provided in Article III is
- required by the IRS to obtain tax-
- exempt status.The organization
- must include this statement and
- state its charitable purpose, as highlighted
- in this example. See IRS
- Publication 557 for details.
- Organizations may choose one or
- more from the following list of
- terms to describe their activities:
-
- .. charitable
- .. amateur athletics
- .. educational
- .. literary

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**Rustin Lorde Debrief Meeting**
**Thursday February 11 7PM**
**1963 Hosea Williams Drive R101 Atlanta, GA 30317 (Kirk's office)**

**Present: Anneliese Singh, Ashe Helm-Hernandez, Craig Washington, Darlene Hudson, Kirk Surgeon, Maurice Cook**

**Financial Report Highlights**

Need to determine what the annual P.O. fee is
No videography services rendered by Alvin
Photography from Daniel Edwards is due (He was paid $175)
Following Line Items should be added to Budget
- Marketing
  - Website
  - Retractable Banners
  - Tshirts
- Business Cards for Darlene and Craig
- Incorporation Fees

$3960 in Atlanta Pride account will need to be disbursed
$196 from Go Fund Me campaign
Cash on Hand-- $1671.89
Meal count was 390

**Volunteer Report Highlights (see complete Volunteer Report for RL2016)**

53 volunteers worked effectively—tighter organization this year and worked with fewer groups
Raised most $$ ever onsite
Volunteers reported missing their Tshirts
More volunteers needed for the food serving line
Volunteers enjoyed the use of the lobby space
Volunteer sign in needs to be entered
Grad assistant will do attendee sign-in and volunteer sign-in

**SUCCESSES**

Site visit allowed better placement of tables and use of space
Lobby space was good for "chatty Kathies"
Shorter presentation time allowed for more unstructured time for attendees
Smoother flow/ Lobby space allowed more people to view program
Having food in separate room worked well
Volunteers were on top of food service
Volunteers very helpful with pick-ups- Craig and Michael Morgan, pastries from Floyd
Effective management of audio/visual
Program booklet was fabulous

**SUGGESTED ENHANCEMENTS and CHANGES NEEDED:**

*Social Media lead needed to build webpage and maintain active media promotion
*Development lead-to focus on donor solicitation
Volunteers should be promoting donations at the registration table
Show Rustin documentary (Brother Outsider) at Young People space at 2017
Have Volunteer organizations help promote Breakfast
Should conduct a tour of key orgs and events to promote and solicit support
Area was too congested in the registration area—more distribution between volunteer and the registration area
Banners needed to distinguish key areas
Some orgs i.e. Atlanta Pride were doing independent activities in one of the rooms
Expectations about use of space should be clarified for all participants and organizations
Need to figure out how to reduce bottlenecking
Top heavy in white volunteers/More Black volunteers need to be recruited
Intentionally engage Black organizations to provide more Black volunteers
Planning team needs to help mend rift between MLK March and BLM protesters

**NEXT MEETING scheduled for March 15th**